

Lane Plating CAG Formation - Proposed Approach and Deliverables

Task	Recommended Meetings & Deliverables
2. Initiation activities for service provider	<p><i>Meetings</i></p> <ul style="list-style-type: none"> • Conference call with EPA and GDIT. • Call between service provider and CIC. <p><i>Deliverables</i></p> <ul style="list-style-type: none"> • Proposed Approach • Proposed Cost Estimate
3. Review background materials provided by EPA technical point of contact.	<p><i>Meetings</i></p> <ul style="list-style-type: none"> • None <p><i>Deliverables</i></p> <ul style="list-style-type: none"> • Review materials provided by EPA to inform agenda development in Task 4.
4. Convene and establish Lane Plating CAG 4a - Informal situation assessment	<p><i>Meetings</i></p> <ul style="list-style-type: none"> • One two-day site visit with two staff (one lead facilitator, one co-facilitator/notetaker) and EPA to include: <ul style="list-style-type: none"> ○ Four one-on-one conversations/interviews with City Councilpersons from districts 4, 7 & 8 as well as a representative of Paul Quinn College (recommend limited or no EPA participation in these meetings) ○ An Informational Public Meeting about CAG formation (recommend EPA attendance at this meeting) • Up to 5 follow up phone interviews, as needed with potential CAG Planning Committee members • A debrief conference call with EPA to review summary memo and recommendations for Tasks 4b & 5 <p><i>Deliverables</i></p> <ul style="list-style-type: none"> • Draft interview invitation letters and public meeting announcement language • Draft and final conversational interview topics • Draft and final public meeting agenda • Draft and final Situation Assessment Summary Memo, including recommendations for CAG Planning Committee members
4b - CAG formation and planning	<p><i>Meetings</i></p> <ul style="list-style-type: none"> • Outreach to invitees/confirmation of selection via phone or email • CAG Planning Committee Orientation Call – walk through assignments to prep for the in-person meeting • One one-day site visit with one staff and EPA to include: <ul style="list-style-type: none"> ○ In-person CAG Planning Committee Work Session - size of the CAG, who is not here and should be represented, specific recommendations for participants, CAG models you liked from the homework, what's needed here for success, and what makes this place unique • A debrief conference call with EPA to review summary memo and recommendations for Task 5 <p><i>Deliverables</i></p> <ul style="list-style-type: none"> • Draft language for CAG Planning Committee invitations (to be finalized and distributed by EPA) • Draft and final agenda for the Orientation Call • Draft and final agenda for the Work Session

	<ul style="list-style-type: none"> Draft and final Work Session Summary Memo, including recommendations/considerations for CAG membership and structure of first CAG meeting
5. Facilitate one CAG meeting	<p><i>Meetings</i></p> <ul style="list-style-type: none"> CAG Planning Committee Conference Call – review/refine draft agenda for first CAG meeting with contractor and EPA One one-day site visit with one staff and EPA to include: <ul style="list-style-type: none"> First CAG Meeting - CAG members will work through an agenda on vision/mission, membership, schedule and ground rules. Assumes one staff facilitates the in-person meeting Debrief Conference call with EPA to review the meeting summary memo and next steps <p><i>Deliverables</i></p> <ul style="list-style-type: none"> Draft language for CAG member invitations (to be finalized and distributed by EPA) Draft and final agenda for the Agenda Planning Call Draft and final agenda for the First CAG Meeting Draft and final CAG Meeting Summary Memo
6. Develop process for community interviews	<p><i>Meetings</i></p> <ul style="list-style-type: none"> Up to two conference calls with EPA to review draft and final recommendations for interview structure and interviewees to inform the new Community Involvement Plan. <p><i>Deliverables</i></p> <ul style="list-style-type: none"> Draft and final recommendations for interview structure and strategy. Draft and final list of interviewees.

* Recommended approach assumes that the CAG members are ready and willing to work together productively. There might be a need for further facilitation of alternative dispute resolution meetings if this is not the case.